



PUBLIC NOTICE

01-14

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA
Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: Mail Handling and Processing

DATE: November 1, 2001

Effective Monday, November 5, 2001, additional precautions will be taken in both receiving, handling and processing mail addressed to the court. All mail will be stamped "Filed" or "Received" as of the date of its actual receipt from the post office, Federal Express, UPS, mail courier service, etc.; however, the precautionary measures will cause delays between the time the mail is actually received and the time it is normally processed and distributed within the court.

Persons using courier services to have mail delivered to the court should arrange for such deliveries to be made in the mornings. Deliveries received in the afternoon will not be opened until the following morning – it will be separately secured so that the "Filed" or "Received" date will be the date of its actual receipt.

Parties transacting business with the court should take this into consideration and allow additional time for the court's receiving mail and for processing it internally. In addition to the precautionary measures being instituted by the court, the U. S. Postal Service may institute measures which could also slow the movement of mail, at least to and from certain locations, and that fact should also be taken into consideration when either filing or serving documents via mail.